



# MASTER DIRECTIVES FILE

UNITED STATES MARINE CORPS

III Marine Expeditionary Force

Unit 35601

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ForO 4120.1A

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**27** OCT 2000

## FORCE ORDER 4120.1A

From: Commanding General  
To: Distribution List

Subj: LOGISTICS TURNOVER PROGRAM FOR 31ST MARINE EXPEDITIONARY  
UNIT (SPECIAL OPERATIONS CAPABLE)

Ref: (a) Tri-Division Order P3120.17  
(b) MCO 3000.11C  
(c) MCO P4400.150E  
(d) MCO 3120.9A

Encl: (1) Supply Turnover Schedule  
(2) Communications/Electronics Turnover Schedule  
(3) Engineer Equipment Turnover Schedule  
(4) Motor Transport Equipment Turnover Schedule  
(5) Ordnance Equipment Turnover Schedule  
(6) NBC Defense Equipment Turnover Schedule  
(7) Maintenance Management Turnover Schedule  
(8) Embarkation Turnover Schedule  
(9) Ammunition Account Turnover Schedule  
(10) Hazardous Material and Safety Turnover Schedule  
(11) Food Service Equipment Turnover Schedule  
(12) Medical Supplies and Equipment Turnover Schedule  
(13) Dental Records Turnover Schedule  
(14) Infantry Battalion Orientation  
(15) Artillery Battery Orientation

1. Purpose. To promulgate policies and procedures for supply and equipment maintenance and turnover of the 31st MEU(SOC)'s Command Element (CE), Ground Combat Element (GCE), Aviation Combat Element (ACE) ground attachments, and MEU Service Support Group (MSSG). References (a) through (d) apply.

2. Cancellation. ForO 4120.1.

3. Summary of Revision. This Order has been significantly revised and should be reviewed in its entirety.

4. Policy. The GCE Unit Deployment Program (UDP) Battalion and CE detachments report directly to the Commanding Officer, 31<sup>st</sup> MEU(SOC) upon arrival on Okinawa. The ACE attachments and GCE attachments chop per reference (d). The CO, 31st MEU(SOC) is responsible for the supply and equipment turnover and the training readiness of the UDP Battalion and CE detachments. The GCE attachments initial orientation training and equipment turnover is the responsibility of Combat Assault Battalion (CAB), 3d Marine Division. The intent of this order is two-fold. First, to develop a process that allows for the normal rotation of the 31st MEU(SOC) set of equipment, either by newly fielded equipment, the Inspect and Repair Only As Required (IROAN) program, or internal supporting command replacement. Second, to ensure that modifications or upgrades to the 31st MEU(SOC) set of equipment occur in a timely manner without either process competing with vigorous MEU training and operational schedules. This policy in no way should be interpreted as authority to deviate from normal maintenance and maintenance management standards. The 31st MEU Commander is responsible to maintain the MEU's equipment per applicable directives.

5. Information

a. As a permanently forward based MEU, the 31st MEU(SOC) has a unique supporting/supported unit relationship unlike the East and West coast MEU's. The equipment chopped from the supporting unit to the 31st MEU(SOC) is on paper only. The actual equipment set chopped to the MEU GCE, ACE, MSSG, and CE changes very little from cycle to cycle. Operational taskings, limited assets in III MEF, and a short turnover period between UDP units does not afford III MEF units the luxury of transferring a completely new set of equipment to the 31st MEU(SOC) every six months. However, it is imperative to note, that the equipment with the 31st MEU(SOC), on average has more operational usage than most III MEF units and is exposed to salt water regularly attributing to a shorter life cycle.

b. Since a very short period of time exists for turning over the GCE, Ground, MSSG, and CE detachments of the MEU, a successful turnover will require coordination, documentation, and focus by all III MEF commands and Marine Corps Forces, Pacific units.

c. The supply and equipment turnover period spans 25 days and will include joint inventories and joint limited technical inspections (JLTIs) between advance parties of the incoming units and the units they will be replacing. In addition, the supporting unit (which holds the Headquarters Marine Corps (HQMC) allowance)

and the 31<sup>st</sup> MEU (SOC) will provide personnel to facilitate the JLTIs and determine those assets that will be exchanged due to normal wear and tear, need for modifications, or be replaced with newly fielded equipment. A supporting unit will be defined as units holding the HQMC allowance for assets sub-custodied to the 31st MEU(SOC). Those units currently designated as supporting units are the MACG-18, MWSG-17, Combat Assault Battalion, 1st Radio Battalion, 3d Intelligence Battalion, 7th Communication Battalion, 3d Force Reconnaissance Battalion, 12th Marine Regiment, III MEF Headquarters Group (MHG), and 3d FSSG. The JLTIs and joint inventories will be conducted in conjunction with the MEU Readiness Inspection (MRI) from C-30 to C-10. The MRI will last two weeks and run from C-24 to C-10 and will include inspector billets from throughout III MEF. Details for the MRI will be published by separate correspondence not later than C-60. C-Day is defined as the first day the UDP main body arrives on island.

## 6. Concept

a. The primary mission of the advance party, supporting unit representatives, and the 31st MEU personnel is to create a III MEF team that facilitates the turnover of personnel, equipment, and supplies that chop to the MEU in order to provide a MEU that is staffed and equipped to accomplish its missions as outlined per reference (a). Advance parties will conduct joint inventories and joint LTIs of supplies and equipment as outlined in enclosures (1) through (13). The supply and equipment turnover will include a detailed reconciliation of supply and maintenance records.

b. Advance Party Responsible Officers (ROs) and the ROs of the outgoing units will conduct a joint LTI of all 31st MEU(SOC) supplies and equipment. Deadlined equipment that cannot be repaired by the owning unit by C-10, candidates for the IROAN program and equipment scheduled for normal rotation back to its parent unit will be approved as operational commitments dictate. Due to the no-notice deployment status of the 31st MEU(SOC), select critical and deadlined equipment will be replaced under the following circumstances: excessive Order Ship Time (OST), and or Repair Cycle Time (RCT), and operational requirements. The CO, 31st MEU(SOC) will request a Principal End Item (PEI) exchange for those items that fall into the categories mentioned above. A request via naval message to exchange PEIs will be forwarded to the CG, III MEF (G4/MRB) with an information copy sent to the appropriate supporting parent unit command. The request will list all current deficiencies of the equipment and the estimated cost of all repairs required to return the equipment to a ready status. PEI exchanges associated with mid-cycle deadlined equipment will be

approved only if the operational schedule of the 31st MEU(SOC) requires the equipment for deployment before the PEI can be repaired. Upon approval of any PEI exchanges, III MEF will direct a one-time transfer of funds from CO, 31st MEU(SOC) to the appropriate command to cover the cost of component replacement and replenishment and/or cost of repairs not currently on order and a consolidated memorandum receipt (CMR) change.

c. Per reference (d), commands providing forces to the MEU will attach all of the required equipment and supplies necessary to accomplish assigned missions. The equipment must be SL-3 complete, operational, and for those critical low density (CLD) assets, a maintenance support package and school trained mechanics or technicians must accompany the equipment (i.e., MP5N and Commercial Off the Shelf Radio Battalion equipment). No later than C-15 all supporting commands will present an accurate CMR, SL-3 deficiency list, maintenance package and consumable inventory to the CO, 31st MEU(SOC) for accountability and budgeting purposes. Initially, supporting commands sending new equipment or critical low density (CLD) assets to the 31st MEU(SOC) must bring appropriate class IX support until MSSG-31 has had ample time to build a class IX support package. The actual equipment density list is subject to change based upon potential missions. It is also subject to both the CO's, 31st MEU(SOC), right to make changes at any time during the cycle and CG III MEF concurrence. If a change to the equipment density list is made, the appropriate supply accountability procedures and paragraph 6b to the equipment density list above apply. Furthermore, commands will ensure forces provided to the MEU will be fully outfitted with their individual combat clothing and equipment (ICCE), to include Nuclear, Biological and Chemical Defense equipment.

d. Upon review and approval by CG, III MEF, the appropriate MSC will make arrangements for PEI exchange to be completed by C-Day. Prior to C-Day, a representative from the designated MSC will contact the 31st MEU(SOC) unit holding the equipment to be exchanged. The MSC representative will examine the equipment and confirm the estimated cost of repairs. In turn, the supporting MSC will submit any revisions to the revised estimate by the CO, 31st MEU(SOC). The CG, III MEF will direct a one-time transfer of funds to the supporting MSC to cover the cost of repairs.

e. The MEU Elements will account for all attached equipment by utilizing the Command Adjustment feature of the Asset Tracking for Logistics and Supply System (ATLASS). Equipment issued to a responsible officer will be loaded to a Consolidated Memorandum Receipt (CMR) account.

f. Outgoing ROs are responsible for maintaining equipment and records until incoming ROs sign for the equipment.

g. Incoming GCE UDP units will accomplish the orientation training outlined in enclosures (14) and (15).

## 7. Command Responsibilities

### a. CG, III Marine Expeditionary Force

(1) Oversee the execution of this order.

(2) Provide lead personnel to augment and conduct the 31st MEU (SOC), Command Element (CE) MRI/SMAT.

### b. CG, 1st Marine Aircraft Wing

(1) Provide personnel to inspect the ACE (ground equipment only; no ground supply personnel), 31st MEU(SOC) using existing command inspection teams (i.e., Supply and Maintenance Assistance Team (SMAT), Logistics Readiness Inspection (LRI) Team, etc. The ACE ground equipment is accounted for and maintained by the Command Element, 31<sup>st</sup> MEU(SOC). Therefore, 1<sup>st</sup> MAW inspectors will augment the inspector pool inspecting the CE, 31<sup>st</sup> MEU(SOC).

(2) Conduct a LRI to ensure compliance with the Force Order during turnover of outgoing/incoming units. The inspection will begin at C-45 and will be completed prior to C-30. Inspection results are to be submitted to the Commanding Officer, 31st MEU(SOC) and to the CG, III Marine Expeditionary Force (AC/S, G-4).

(3) Will be responsible for supply and equipment turnover. The 1st Marine Aircraft Wing LRI Team will arbitrate any differences on joint LTI results and inventories of ACE ground equipment.

(4) Review and validate all command adjustments of ACE ground equipment, as necessary, as a part of the LRI. Separate correspondence will address the III Marine Expeditionary Force Command Adjustment policy and guidance.

### c. CG, 3d Marine Division

(1) Provide Logistics Readiness Inspection (LRI) Team to oversee supply and equipment turnover of 31st MEU (SOC) outgoing/incoming units.

(2) Provide qualified personnel to conduct orientation training for 31st MEU(SOC) units.

(3) Ensure units stationed on Okinawa complete the training listed in enclosures (14) and (15) prior to reporting to the 31st MEU (SOC).

(4) Ensure the MEU Elements account for all attached equipment by utilizing the Command Adjustment feature of the Asset Tracking for Logistics and Supply System (ATLASS). Equipment issued to a responsible officer will be loaded to a Consolidated Memorandum Receipt (CMR) account.

(5) Review and validate all command adjustments, as necessary, as a part of the LRI. Separate correspondence will address the III Marine Expeditionary Force Command Adjustment policy and guidance.

d. CG, 3d Force Service Support Group

(1) Will be administratively responsible to form and task organize the MSSG with personnel and equipment in order to provide Direct Support and Combat Service Support to the MEU.

(2) Provide personnel to inspect MSSG-31 (ground equipment) using existing command inspection teams (SMAT, LRI Team, etc.).

(3) Conduct LRI to ensure compliance with the Force Order during turnover of outgoing/incoming personnel and equipment. The inspection will begin at C-45 and will be completed by C-30. Inspection results are to be submitted to the Commanding General, III Marine Expeditionary Force (AC/S G-4). The CG, III MEF will endorse the inspection results and forward them to the CO, 31<sup>st</sup> MEU.

(4) Review and validate all command adjustments, as necessary, as a part of the LRI. Separate correspondence will address the III Marine Expeditionary Force Command Adjustment policy and guidance.

e. CO, 31st Marine Expeditionary Unit (Special Operations Capable) (SOC) Command Element.

(1) Conduct MEU(SOC) Readiness Inspection (MRI) on the GCE when the outgoing and incoming GCE will be conducting turnover of supplies and equipment already held by 31st MEU(SOC) GCE. This will be accomplished during the GCE turnover from C-21 to C-7.

(2) Publish MRI LOI and request inspector augmentation on or about C-60.

(3) Be prepared for the review and validation of all command adjustments from respective Major Subordinate Commands and Major Subordinate Elements of III Marine Expeditionary Force as a part of the LRI. Separate correspondence will address the III Marine Expeditionary Force Command Adjustment policy and guidance.

(4) Request assistance from the III MEF staff as required.

f. Outgoing GCE Commanding Officer

(1) Ensure the ROs and designated representatives are on hand to conduct JLTIs, joint inventories, and turnovers outlined in enclosure (2) through (14). Ensure the ROs rotating to CONUS/Hawaii as a part of returning advance parties turn over their accounts prior to departure.

(2) By C-60, obtain an updated serialized weapons listing from Naval Weapons Support Center (NWSC) Crane, Indiana; a new Supported Activities Supply System (SASSY) generated Mechanized Allowance List (MAL); a new Asset Tracking for Logistics and Supply System (ATLASS) CMR in order to complete an internal reconciliation of the 31st MEU(SOC) GCE supply account by C-45. CMRs will also be obtained for garrison property, plant property, and special service accounts. A CMR will be given to each outgoing RO to conduct inventories and reconciliation, and report deficiencies and excesses. Sufficient copies of the CMRs will be obtained to conduct joint inventories with the incoming advance party.

(3) By C-75, telephone the incoming Commanding Officer to advise any recommended supply actions in support of the Training Exercise and Execution Plan (TEEP).

(4) By C-60, review prioritization of all existing EROs. Also, validate open requisitions on the Daily Process Report (DPR) against the SASSY Due and Status File.

(5) By C-60, reconcile the Due and Status File (DASF). Take appropriate action on aged shipments and lonesome demands.

(6) By C-45, ensure all ROs have completed inventories and have reported losses, gains, deficiencies and excesses to the unit supply officer.

(7) By C-45, initiate any required investigations for losses, discovered/reported to the unit Supply Officer by the ROs. Investigations will be completed prior to C-25. In those cases where the investigation cannot be completed prior to rotation (C-Day), inform the 31st MEU(SOC) Commanding Officer in the Certificate of Relief Letter.

(8) By C-45, initiate the necessary actions required to drop items from property records and effect cash/checkage sale, as appropriate. These actions should be completed by C-15.

(9) By C-45, complete a review of the voucher file and the money value gain/loss notices to ensure pending adjustments, to include property investigations, have been properly vouchered.

(10) By C-45, complete a review of the Loaded Unit Balance File (LUBF) and the Balance Analysis Report to perform file maintenance prior to C-Day.

(11) By C-45 complete a review of the fiscal records of the unit. Check and verify the following information.

(a) Total funds authorized.

(b) Total funds obligated.

(c) Total value of the pending and cancellation files.

(d) Total available balance.

(e) List of unfunded deficiencies including SL-3 shortages.

(12) By C-30, brief 31st MEU(SOC) Commander on the supply account.

(13) By C-30, complete a validation of Outstanding Undelivered Orders (Planning Estimate) and Unfilled Orders (Requisitional Authority) for the current year to ensure only valid obligations are maintained on the official accounting records of the battalion.

(14) By C-15, ensure all individual equipment, Table of Equipment (T/E) items, Training Allowance Pool (TAP) material and base property on temporary loan are returned to owning units, except for those items required to accomplish specific UDP movements.



(15) The Commanding Officer, prior to being relieved, will submit a Certificate of Relief letter to the new Commanding Officer with copies to the 31st MEU(SOC) Commander and the 3d Marine Division Supply Officer. The Certificate of Relief will contain the following:

(a) Results of the supply inspections/analyses conducted within the past 12 months and the remedial action taken.

(b) T/E deficiencies and excesses and action taken.

(c) Other supply problems or issues.

(d) Accuracy of records.

(e) Effectiveness of established supply standing operating procedures (SOPs) and quality of support furnished by the supply system.

(f) Supply and equipment readiness of the unit.

(g) Fiscal status of the unit.

g. Incoming GCE Commanding Commander

(1) Ensure personnel assigned to advance parties have the level to turnover equipment and supplies as outlined in enclosures (1) through (13).

(2) Ensure orientation training is accomplished as prescribed in enclosures (14) and (15).

8. Changes. Recommended changes to this order should be submitted to III MEF Command Element, (AC/S, G-4) via the chain of command.

9. Certification. Reviewed and approved this date.



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Deputy

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## SUPPLY TURNOVER SCHEDULE

1. Purpose. This Enclosure addresses the turnover of the Infantry battalion supply account.

2. Schedule of Activities

<u>DAY</u>	<u>EVENT</u>	<u>UNIT</u>	<u>LOCATION</u>
C-21	Mechanized Allowance List and Crane Report	Bn Supply	Bn Supply
C-20	Additional Demands	Bn Supply	Bn Supply
C-20	MAL vs CMR vs LM2	Bn Supply	Bn Supply
C-19	Additional Demands and Warehousing Procedures	Bn Supply	Bn Supply
C-18	Public Funds	Bn Supply	Bn Supply
C-18	MIMMS/SASSY Reconciliation	Bn Supply	Bn Supply
C-17	Warehousing Procedures Loaded Unit Balance File	Bn Supply	Bn Supply
C-16	Loaded Unit Balance File and Garrison Property	Bn Supply	Bn Supply
C-15	Personal Effects	Bn Supply	Bn Supply
C-14	File & Publications and Voucher File	Bn Supply	Bn Supply
C-13	Supply Administration	Bn Supply	Bn Supply
C-12	Prepare report	MEU SMAT	TBA
C-11	Brief/deliver report	MEU SMAT	TBA
C-7	Finish inventories	Adv Party	TBA
C-11	31st MEU(SOC) assist to C-Day turnover	Bn Supply	Bn Supply
C-1	Certificate of Relief	Bn Cmdr	TBA
C-1	31st MEU(SOC) conducts to C+8 Inbrief and SAV	Inf Bn	TBA

3. Amplifying Remarks. Turnover inventories may have to be conducted concurrently with the supply management SMAT shown above. Turnover inventories could begin earlier than C-21 upon mutual agreement of the old and new RO's.

ENCLOSURE (1)

## COMMUNICATIONS/ELECTRONICS TURNOVER SCHEDULE

1. Purpose. This Enclosure addresses the turnover of communications and electronic equipment for the units of the MEU GCE.

2. Schedule of Activities

<u>DAY</u>	<u>EVENT</u>	<u>UNIT</u>	<u>LOCATION</u>
C-21 to C-19	LTI/LRE	Arty Btry/NGF	TBA
C-18	LTI/LRE	AAV Plt	TBA
C-17	LTI/LRE	LAV Plt	TBA
C-16	LTI/LRE LTI/LRE	Engineer Plt Recon Plt	TBA TBA
C-15 to C-12	LTI/LRE	Infantry Bn	Bn Area
C-12	TBA Prepare report	MEU SMAT	TBA
C-11	TBA Brief/ Deliver report	MEU SMAT	TBA
C-10	31st MEU(SOC) assist units.	MEU Staff	TBA
C+1 to C+8	TBA conducts Inbrief	31st MEU(SOC)	BLT

3. Coordinating Instructions. The, S-6 for 31st MEU(SOC) will administer the Logistics Readiness Evaluation (LRE) to the Communicators of the infantry battalion per reference (a).

ENCLOSURE (2)

## ENGINEER EQUIPMENT TURNOVER SCHEDULE

1. Purpose. This Enclosure addresses the turnover of engineer equipment for the MEU GCE.

2. Schedule of activities

<u>DAY</u>	<u>EVENT</u>	<u>UNIT</u>	<u>LOCATION</u>
C-21 to C-20	LTI/LRE Engr Equipment	Infantry Bn	Bn Area
C-19	LTI/LRE Engr Equipment	Arty Battery	TBA
C-18 to C-17	LTI/LRE Engr Equipment	Engineer Plt	TBA
C-16	LTI/LRE Engr. Equipment	AAV&LAI Plts	TBA
C-15	LTI/LRE Engr Equipment	Recon Plt	TBA
C-14	Prepare report.	MEU SMAT	TBA
C-11	Brief/deliver report.	MEU SMAT	TBA
C-13 to C-Day	31st MEU (SOC) assist units	MEU SMAT	TBA
C+1 to C+8	31st MEU (SOC) conducts Inbrief.	MEU SMAT	TBA

3. Coordinating Instructions

a. Commanding Officers of UDP units. By C+3, report requirements for licensing on engineer equipment to the MEU (SOC) S-4 Section via the chain of command.

b. Commanding Officers of Attachments that are not UDP units. License personnel for engineer equipment prior to C-21 whenever possible. Otherwise, by C-21, report requirements for licensing on engineer equipment to the MEU S-4 Section via the chain of command.

ENCLOSURE (3)

## MOTOR TRANSPORT EQUIPMENT TURNOVER SCHEDULE

1. Purpose. This enclosure addresses the turnover of motor transport equipment for the MEU GCE units.

2. Schedule of Activities

<u>DAY</u>	<u>EVENT</u>	<u>UNIT</u>	<u>LOCATION</u>
C-21 to C-19	LTI/LRE	Arty Btry	TBA
C-18	LTI/LRE	Engineer Plt	TEA
C-17 to C-13	LTI/LRE	Infantry Bn	TBA
C-12	Prepare report	MEU SMAT	TEA
C-11	Brief/deliver report	MEU SMAT	TBA
C-10 to C-Day	31st MEU(SOC) assist units	TBA	TBA
C+1 to C+5	31st MEU(SOC) conducts Inbrief	MEU GCE	TBA

3. Coordinating instructions

a. Commanders of UDP units. By C+3, notify the MEU Motor Transport Officer via the chain of command if assistance is required for licensing motor transport operators.

b. Commanders of Attachments that are not UDP units. Licensing for motor transport operators should be completed prior to C-21 whenever possible. If not, notify the MEU Motor Transport officer by C-21 via the chain of command for assistance in licensing motor transport operators.

ENCLOSURE (4)

## ORDNANCE EQUIPMENT TURNOVER SCHEDULE

1. Purpose. This enclosure addresses the turnover ordnance equipment for the MEU GCE units.

2. Schedule of Activities

<u>DAY</u>	<u>EVENT</u>	<u>UNIT</u>	<u>LOCATION</u>
C-21	LTI/LRE	Recon Plt Engineer Plt	TBA TBA
C-20 to C-17	LTI/LRE (Crew served wpns)	Infantry Bn	Bn Area
C-16	LTI/LRE	Arty Btry	TBA
C-15	LTI/LRE	AAV&LAV Plt	TBA
C-14 to C-13	LTI/LRE (individual wpns)	Infantry Bn	Bn Area
C-12	Prepare report	MEU SMAT	TBA
C-11	Brief/deliver report	MEU SMAT	TBA
C-10 to C-Day	31st MEU (SOC) assist units	MEU GCE	TBA
C+1 to C+8	31st MEU (SOC) conducts Inbrief	MEU GCE	TBA

3. Coordinating Instructions

a. OIC, Infantry Battalion Advance Party. By C-7, identify all individual weapons that will not be repaired by C-Day. Request PEI exchanges from the MEU to permit battlesight zero (BZO) during the 15-day standup.

b. Commanders that Source Attachments. By C-7, identify all individual weapons of the attachment that will not be repaired by C-Day. Conduct PEI exchanges, in time to conduct BZO during the 15-day standup.

ENCLOSURE (5)

## NBC DEFENSE EQUIPMENT TURNOVER SCHEDULE

1. Purpose. This Enclosure addresses the turnover of NBC defense equipment for the MEU GCE. It also addresses the evaluation of NBC defense skills as specified in reference (b).

2. Schedule of Activities

<u>DAY</u>	<u>EVENT</u>	<u>UNIT</u>	<u>LOCATION</u>
C-21	LRE (NBC Admin)	Inf Bn NBC	Bn NBC
C-20 to C-16	LTI/LRE NBC Equipment	Inf Bn NBC	Bn NBC
C-15	Prepare report	MEU SMAT	TBA
C-14 to C-Day	31st MEU(SOC) assist units	TBA	TBA
C-11	Brief/deliver report	MEU SMAT	TBA
C+1	31st MEU conducts Inbrief	BLT NBC	TBA

3. Coordinating Instructions. The MEU NBC section will conduct an NBC defense LRE, as specified in reference (b), during the 8-day standup for units or personnel that have not been evaluated within 6 months of C-Day.

ENCLOSURE (6)

# MAINTENANCE MANAGEMENT TURNOVER SCHEDULE

1. Purpose. This Enclosure addresses the turnover of Maintenance Management records for the MEU GCE.

## 2. Schedule of Activities

<u>DAY</u>	<u>EVENT</u>	<u>UNIT</u>	<u>LOCATION</u>
C-21 to C-16	LRE	Infantry Bn	Bn MMO
C-15 to C-Day	31st MEU(SOC) assist units	TBA	TBA
C-11	Brief/deliver report	MEU SMAT	TBA
C+1 to C+8	31st MEU(SOC) conducts Inbrief	MEU SMAT	TBA
C+8	Report BLT Readiness	MEU MMO	TBA

## 3. Coordinating Instructions

### a. MEU Commander

(1) By C+5, inventory the technical publication library brought by the new infantry battalion. Assess the capability of the infantry battalion to order technical publications using the Marine Corps Publications Distribution System (MCPDS). Assist the infantry battalion in using MCPDS to obtain any required publications.

(2) By C+5, assess the capability of the new infantry battalion to consolidate and forward MIMMS input from the attached units. Provide training and assist with MIMMS transactions through C+8. Request the assistance of the MEF MMO, as required.

### b. Commanders of Units that Source Attachments

(1) By C+5, inventory the units' technical publications. Assist the unit to obtain required publications not later than C+8.

(2) By C+5, assess the capability of the attaching unit to prepare and forward MIMMS data to the infantry battalion. Assist the attaching unit in forwarding MIMMS transactions to the infantry battalion through C+8.

ENCLOSURE (7)



## EMBARKATION TURNOVER SCHEDULE

1. Purpose. This enclosure addresses the turnover of embarkation management records for the MEU GCE. It also addresses the front-end analysis of the infantry battalion embarkation section during the 15-day training standup to determine their capability to conduct embarkation operations.

2. Schedule of Activities

<u>DAY</u>	<u>EVENT</u>	<u>UNIT</u>	<u>LOCATION</u>
C-21 to C-18	LRE	Infantry Bn	Bn Area
C-17 to C-13	LRE	Attachments	TBA
C-12	Prepare report	MEU SMAT	TBA
C-11	Brief/deliver report	MEU SMAT	TBA
C-10 to C-Day	31st MEU(SOC) assist units	TBA	TBA
C+1 to C+8	31st MEU(SOC) conducts Inbrief	31st MEU(SOC)	TBA

ENCLOSURE (8)

# AMMUNITION ACCOUNT TURNOVER SCHEDULE

1. Purpose. This Enclosure addresses the turnover of the ammunition account for the infantry battalion.

## 2. Schedule of Activities

<u>DAY</u>	<u>EVENT</u>	<u>UNIT</u>	<u>LOCATION</u>
C-21 to C-18	LRE/Inventory	Inf Bn	Bn Area
C-17	Prepare report	MEU SMAT	TBA
C-11	Brief/deliver report	MEU SMAT	TBA
C-16 to C-Day	31st MEU(SOC) assist unit	BLT	TBA
C+1 to C+8	31st MEU(SOC) conducts Inbrief	31st MEU(SOC)	TBA

## 3. Coordinating Instructions

### (a) MEU Commander

(1) By C-60, review the allocation of ammunition for the infantry battalion's BZO requirements. Ensure that sufficient ammunition is allocated for the battalion to conduct BZO prior to C+15.

(2) By C-7, ensure the ammunition has been requested for BZO of the infantry battalion weapons.

### (b) Commanders of Units that Source Attachments

(1) By C-60, review ammunition requirements for BZO. Ensure sufficient ammunition is allocated for MEU GCE units under your operational control.

(2) By C-7, request ammunition necessary to conduct BZO.

(c) OIC, Infantry Battalion Advance Party. By C-8, request the ammunition necessary to conduct BZO for the infantry battalion.

## HAZARDOUS MATERIAL AND SAFETY TURNOVER SCHEDULE

1. Purpose. This Enclosure addresses the turnover of safety and hazardous material management records for the infantry battalion.

2. Schedule of Activities

<u>DAY</u>	<u>EVENT</u>	<u>UNIT</u>	<u>LOCATION</u>
C-21 to C-17	LRE	Infantry Bn	Bn Area
C-16	Prepare report	MEU SMAT	TBA
C-15 to C-Day	31st MEU(SOC) assist unit	MEU SMAT	TBA
C-11	Brief/deliver report	31st MEU(SOC)	TBA
C+1 to C+8	31st MEU(SOC) conducts Inbrief	31st MEU(SOC)	TBA

3. Coordinating Instructions

a. Safety and Hazardous Material Records. These records apply to the workplace and must remain in place. Units returning to CONUS or Hawaii will turn these records over to their relieving unit.

b. Requests for Training. Most Marine Corps safety and hazardous material management training programs are several weeks long. Since these courses are conducted in CONUS, UDP personnel are not assigned while deployed to Okinawa. However, there is some short duration training courses taught on Okinawa that are available to UDP personnel. These courses include:

(1) Safety Manager's course (4 days). This is for Officers and Staff NCOs who will manage a Battalion's Safety Program.

(2) Hazardous Material Managers Course (5 days). This is for Officers and Staff NCOs who will manage a Battalion's Hazardous Material Management Program.

(3) Hazardous Material "Train the Trainer" Course (2 days). For the NCOIC of a battalion Hazardous Management Program.

ENCLOSURE (10)

## FOOD SERVICE EQUIPMENT TURNOVER SCHEDULE

1. Purpose. This Enclosure addresses the turnover of field food service equipment for the infantry battalion.

2. Schedule of Activities

<u>DAY</u>	<u>EVENT</u>	<u>UNIT</u>	<u>LOCATION</u>
C-21 to C-18	LTI/LRE	Inf Bn	Bn Area
C-17	Prepare report	MEU SMAT	TBA
C-16 to C-Day	31st MEU(SOC) assist unit	BLT	TBA
C-11	Brief/deliver report	BLT	TBA
C+1 to C+5	31st MEU(SOC) conducts Inbrief	BLT	TBA

3. Coordinating Instructions. By C+5, the MEU Food Service Officer (FSO), assisted by the MEF Food Service Section, will assess the capability of the new unit to operate field food service equipment. Based on this assessment, the MEU FSO or MEF Food Service Section will provide any required training or assistance to the new unit during the period C+1 to C+8.

ENCLOSURE (11)

## MEDICAL SUPPLIES AND EQUIPMENT TURNOVER SCHEDULE

1. Purpose. This Enclosure addresses the turnover of medical supplies and equipment for the infantry battalion.

2. Schedule of Activities. (Mid-day break 1130-1300 daily).

<u>DAY</u>	<u>EVENT</u>	<u>UNIT</u>	<u>LOCATION</u>
C-21 to C-18	LRE/Inventories	Inf Bn	Bn Area
C-17	Prepare report	MEU SMAT	TBA
C-16 to C-Day	31st MEU(SOC) assist	Inf Bn	TBA
C-11 to C+5	Brief/deliver report	31st MEU(SOC)	TBA
C+1 to C+8	31st MEU(SOC) conducts Inbrief	31st MEU(SOC)	TBA

3. Amplifying Remarks. LRE will be conducted by the 31st MEU(SOC) SMAT.

ENCLOSURE (12)

## DENTAL RECORDS TURNOVER SCHEDULE

1. Purpose. This enclosure addresses the turnover of dental records for the Units to be assigned to the MEU GCE.

2. Schedule of Activities.

<u>DAY</u>	<u>EVENT</u>	<u>UNIT</u>	<u>LOCATION</u>
C-21 to C-18	LRE	MEU GCE	Dental
C-17	Prepare report	MEU Dental	Dental
C-16 to C-Day	Assist units	MEU GCE	Dental
C-11	Brief/deliver report	31st MEU(SOC)	TBA
C+1 to C+8	31st MEU(SOC) conducts Inbrief	MEU GCE	TBA

3. Amplifying Remarks. The LRE will be conducted by the 31st MEU(SOC) SMAT personnel who will review the dental records of all units to be assigned to the MEU GCE.

ENCLOSURE (13)

## INFANTRY BATTALION ORIENTATION

1. Purpose. This enclosure addresses the preparation for and the conduct of the 8-day training standup for the infantry battalion.

2. Schedule of Activities. The following schedule is based on working days and does not include weekends or holidays, which must be added as appropriate. The training below will require the full 8 calendar days to complete.

<u>DAY</u>	<u>EVENT</u>	<u>UNIT</u>	<u>LOCATION</u>
C-DAY	ARRIVAL/BILLETING	Bn	BN AREA
C+1	SUPPLY ISSUE	Bn	BN SUPPLY
	NBC ISSUE	Bn	NBC
	ARMORY ISSUE	Bn	ARMORY
C+2	SUPPLY ISSUE	Bn	BN SUPPLY
	NBC ISSUE	Bn	NBC
	ARMORY ISSUE	Bn	ARMORY
C+3	WELCOME/SOFA BRIEF	Bn	BASE THEATER
	31st MEU(SOC) LOG	Bn	CO/STAFF
	INBRIEF		
	SUPPLY ISSUE	Bn	BN SUPPLY
	NBC ISSUE	Bn	NBC
	ARMORY ISSUE	Bn	ARMORY
C+4	SUPPLY ISSUE	Bn	BN SUPPLY
	NBC ISSUE	Bn	NBC
	ARMORY ISSUE	Bn	ARMORY
	SAFETY STAND DOWN	Bn	BASE THEATER
C+5	SUPPLY ISSUE	Bn	BN SUPPLY
	NBC ISSUE	Bn	NBC
	ARMORY ISSUE	Bn	ARMORY
	RSO*/MRSS**/TRNG	TBA	TBA
	HELO INDOCTRINATION	TBA	PARADE GROUND
C+6	RANGE RECON	TBA	CTA/NTA
	PM OF EQUIPMENT	Bn	BN AREA

ENCLOSURE (14)

C+7	BZO MASK CONFIDENCE EX PM OF EQUIPMENT	Co(Rein) Co(Rein) Bn(-)	TBA GAS CHAMBER BN AREA
C+8	BZO MASK CONFIDENCE EX PM OF EQUIPMENT MASK CONFIDENCE EX BZO	Co(Rein) Co(Rein) Bn(-) Co(Rein) Co(Rein)	TBA GAS CHAMBER BN AREA GAS CHAMBER TBA
C+9	BZO MASK CONFIDENCE EX PM OF EQUIPMENT	Co(Rein) Co(Rein) Bn(-)	TBA GAS CHAMBER BN AREA

\* RSO = RANGE SAFETY OFFICER

\*\* MRSS = MANEUVER RANGE SAFETY SPECIALIST

### 3. Coordinating Instructions

#### a. 31st MEU(SOC)

(1) By C-60, submit range/gas chamber requests and requests for RSO/MRSS training to support the 15-day standup outline above.

(2) By C-60, submit requests for helicopter support.

(3) By C-60, ensure that sufficient ammunition and CS gas/capsules have been allocated to support the 8-day standup.

(4) By C-45, submit a draft copy of the detailed training schedule for the 8-day standup to the MEF G-3 (Training).

(5) Between C-30 and C-21, brief the infantry battalion advance party on the requirements of the 8-day training standup.

(6) On C-21, finalize and issue the detailed training schedule for the infantry battalion's 8-day training standup.

(7) By C-7, ensure the ammunition and CS gas/capsules have been requested to support the 8-day standup

ENCLOSURE (14)



b. OIC, Infantry Battalion Advance Party

(1) Prior to C-21, review the 31st MEUs draft schedule for the 8-day standup. Confirm the requests for aviation support, training ranges, and training facilities for the 8-day standup.

(2) Prior to C-7, submit requests for ammunition and CS gas/capsules to the MEU S-4.

(3) Prior to C-7, submit any additional logistics requests to the MEU S-4 to support the 8-day standup.

c. Infantry Battalion Commander

(1) Execute the detailed training schedule for the 8-day standup provided by the MEU Commander.

(2) Commencing on C-Day, the Commanding Officer and the principal staff of the infantry battalion (S-1 Officer, S-2 Officer, S-3 Officer, and S-4 Officer) may participate in advance planning and orientation with the MEU staff.

(3) From C-Day through C+8, the remainder of the infantry battalion will continue to execute the detailed training schedule provided by the MEU Commander.

ENCLOSURE (14)

3. Coordinating Instructions

a. MEU Commander

(1) By C-60, submit range/gas chamber requests and requests for RSO/MRSS training to support the 8-day training standup.

(2) By C-60, ensure that sufficient ammunition and CS gas/capsules have been allocated to support the 8-day standup.

(3) By C-45, submit a draft copy of the detailed training schedule to the MEF G-3 (Training).

(4) Between C-30 and C-21, brief the advance party of the artillery battery on the requirements of the 8-day training standup.

(5) On C-21, finalize and issue the detailed training schedule for the artillery battery 8-day training standup.

b. OIC, Artillery Battery Advance Party

(1) Prior to C-21, review the artillery battalion's draft schedule for the 8-day standup. Confirm the requests for training ranges and training facilities.

(2) Prior to C-7, submit requests for ammunition and CS gas/capsules to the MEU S-4.

(3) Prior to C-7, submit any additional logistics requests to the MEU S-4 to support the 8-day standup.

c. Artillery Battery Commander. Execute the detailed training schedule for the 8-day standup provided by the artillery battalion.

## ARTILLERY BATTERY ORIENTATION

1. Purpose. This Enclosure addresses the preparation for and the conduct of the 8-day training standup for the artillery battery.

2. Schedule of Activities. The following schedule is based on working days and does not include weekends or holidays, which must be added as appropriate. The training below will require 8 full calendar days to complete.

<u>DAY</u>	<u>EVENT</u>	<u>UNIT</u>	<u>LOCATION</u>
C-Day	ARRIVAL/BILLETING	Battery	Arty Bn
C+1	WELCOME/SOFA BRIEF	Battery	Theater
	BRIEFING/ORIENTATION	Battery	Theater
C+2	SUPPLY ISSUE	Battery	Theater
	NBC ISSUE	Battery	Bn NBC
	ARMORY ISSUE	Battery	Armory
	RSO*/MRSS**TRNG	TBA	TBA
C+3	SAFETY TEST PREP CLS Off/SNCO	Battery	Bn area
	Regt PM OF EQUIPMENT		
C+4	PM OF EQUIPMENT	Battery	Motor Pl
	SAFETY TESTS	Battery	TBA
C+5	HOWITZER PRACTICAL	Battery	Gun Park
C+6	PM OF EQUIPMENT	Battery	Motor Pl
	ROAD TIME	Operators	Local Rds
	MASK CONFIDENCE EX	Battery	TBA
C+7	A/CIRCLE PRACTICAL	Battery	TBA
	BZO	Battery	ASP
C+8	PM OF EQUIPMENT	Battery	Motor.
	ROAD TIME	Operators	Local
	ROUTE SURVEY	TBA	CTA
	DRMO BRIEF	TBA	Cp Kinser
	ASP BRIEF	TBA	ASP

\*IRSO = RANGE SAFETY OFFICER

\*MRSS = MANEUVER RANGE SAFETY SPECIALIST

ENCLOSURE (15)



UNITED STATES MARINE CORPS

III MARINE EXPEDITIONARY FORCE, FMF

UNIT 35601

FPO AP 96606-5601

ForO 4440.1F

4

21 Mar 96

FORCE ORDER 4440.1F

From: Commanding General

To: Distribution List

Subj: EXPEDITIONARY AIRFIELD ASSETS

Ref: (a) NAVICP 00-35T-37-4  
(b) NAVAIRINST 4440.10D  
(c) MARFORPACO 4440.6D  
(d) MARFORPACO 13800.4  
(e) COMNAVAIRSYSCOM 162048Z Mar 94  
(f) NAVAIRINST 13800.12A  
(g) OPNAVINST 4790.2E

1. Purpose. This Order assigns responsibility for custody and reporting of Expeditionary Airfield (EAF) assets in III Marine Expeditionary Force (III MEF).

2. Cancellation. ForO 4440.1E.

3. Background

a. EAF assets provide the Marine Corps with a flexible and deployable capability to rapidly establish all-weather, aviation operating facilities/bases ashore in support of expeditionary operations. These assets consist of aircraft arresting systems, visual landing aid systems, lighting and marking systems, AM-2 matting, and accessories required for packaging, installation, operation, and maintenance of same.

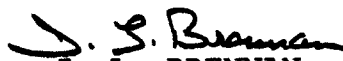
b. Commander, Naval Air System Command (COMNAVAIRSYSCOM/PMA 251M) is the program manager for EAF equipment and, in concert with the Commandant of the Marine Corps (CMC/ASL45), dictates allowances and usage of the same. Part 4 of reference (a) establishes these allowances by type, command mission, and training requirements. Reference (b) and (c) require an annual status report of assigned subject assets, per specific equipment list and format. Reference (d) promulgates policies, procedures, and responsibilities for the control and employment of EAF equipment assigned within Fleet Marine Forces (FMFPAC/FEO, EAF).

c. EAF assets are defined as contingency and training allowances. Contingency assets are restricted use stocks, to be ready for issue (RFI) to support aviation contingency plans. These assets are available for unique/exceptional

ForO 4440.1F

21 Mar 96

an annual EAF assets report will be submitted to Commanding General, Fleet Marine Force, Pacific via, the Commanding General, III Marine Expeditionary Force.

  
J. L. BRENNAN  
Chief of Staff

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